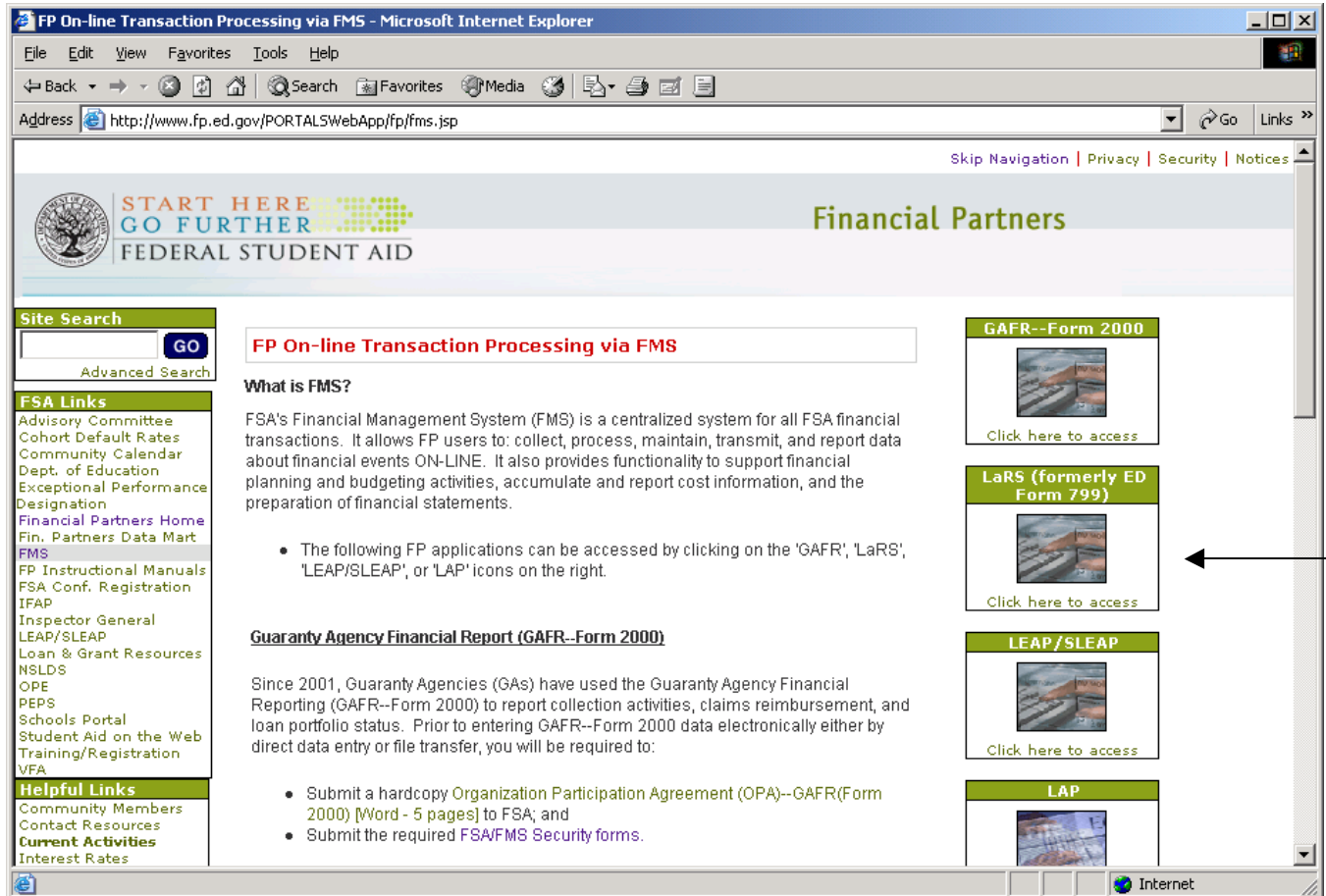
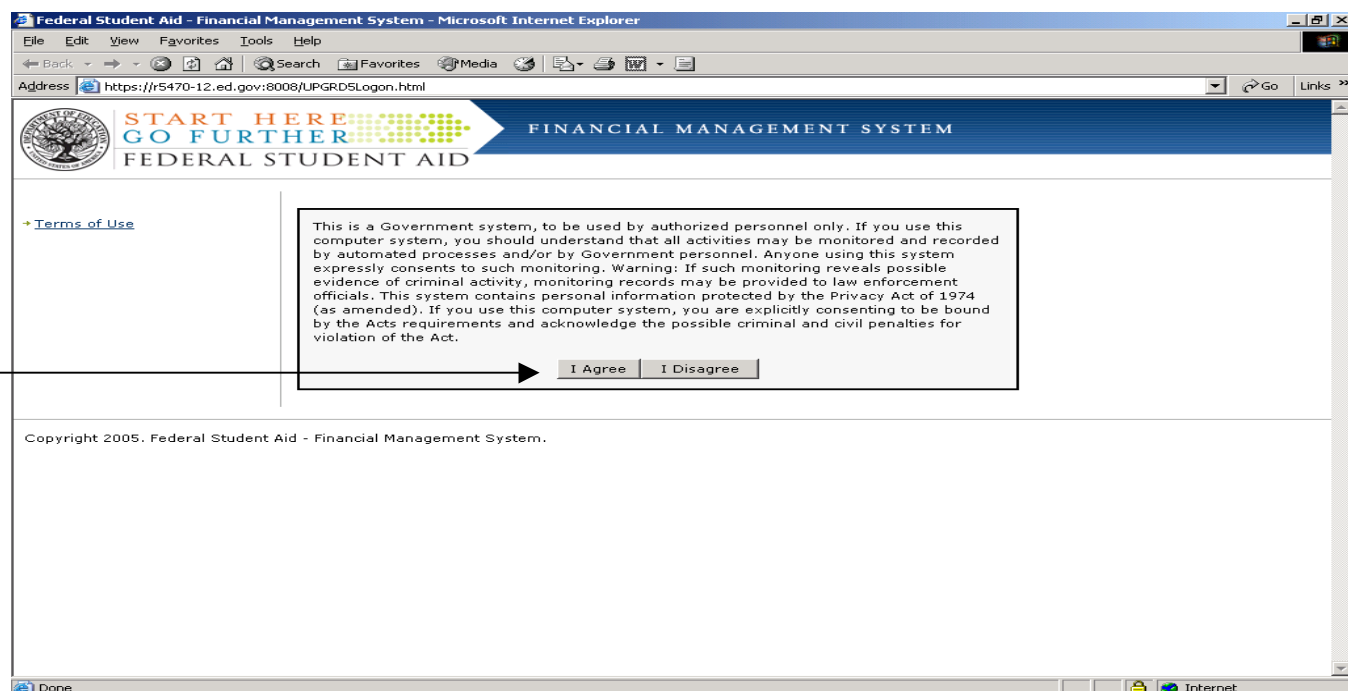


How to Run a Lender Search Report - Servicers

1. Access the Lenders Reporting System (LaRS) by clicking on the following url link: <http://www.fp.ed.gov/PORTALSWebApp/fp/fms.jsp>



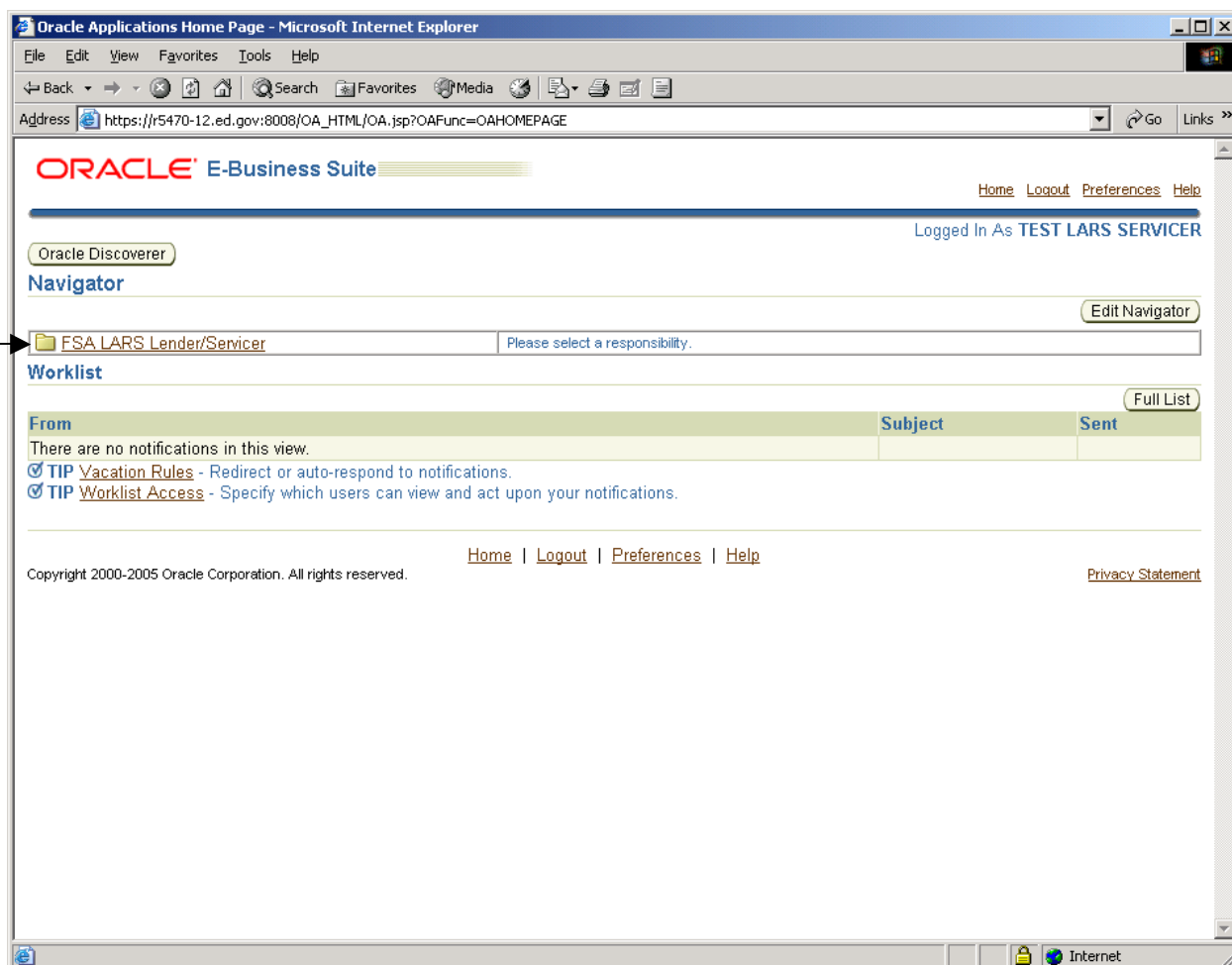
2. Click on the 'LaRS (formerly ED Form 799)' box on the right-hand side of the web page to access the LaRS application.



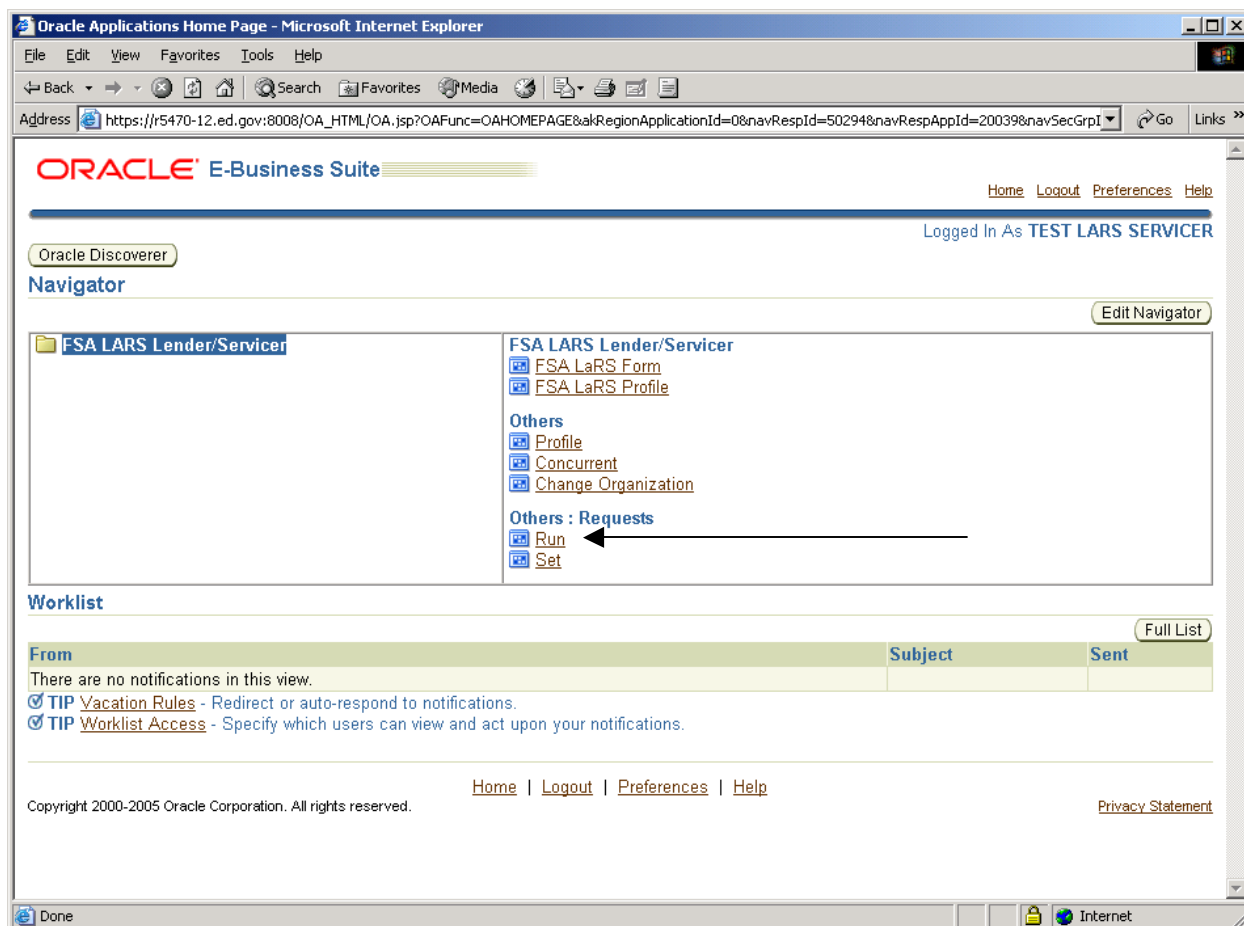
3. After clicking on the LaRs link the following message regarding the Terms of Use will appear. Please read and click the '**I Agree**' button.

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Login - Microsoft Internet Explorer". The address bar shows the URL: https://r5470-12.ed.gov:8008/OA_HTML/AppsLocalLogin.jsp?requestUrl=APPSHOMEPAGE&cancelUrl=https%3A%2F%2Fr5470-12.ed.gov%3A8008%2Foa_servlets%2Ffora. The page header features the Department of Education seal on the left, the text "START HERE GO FURTHER FEDERAL STUDENT AID" in the center, and "FINANCIAL MANAGEMENT SYSTEM" on the right. Below the header, the word "Login" is displayed. The login form contains two input fields: "Username" and "Password", followed by a "Login" button. At the bottom of the page, a copyright notice reads: "Copyright 2004 Oracle Corporation. All rights reserved."

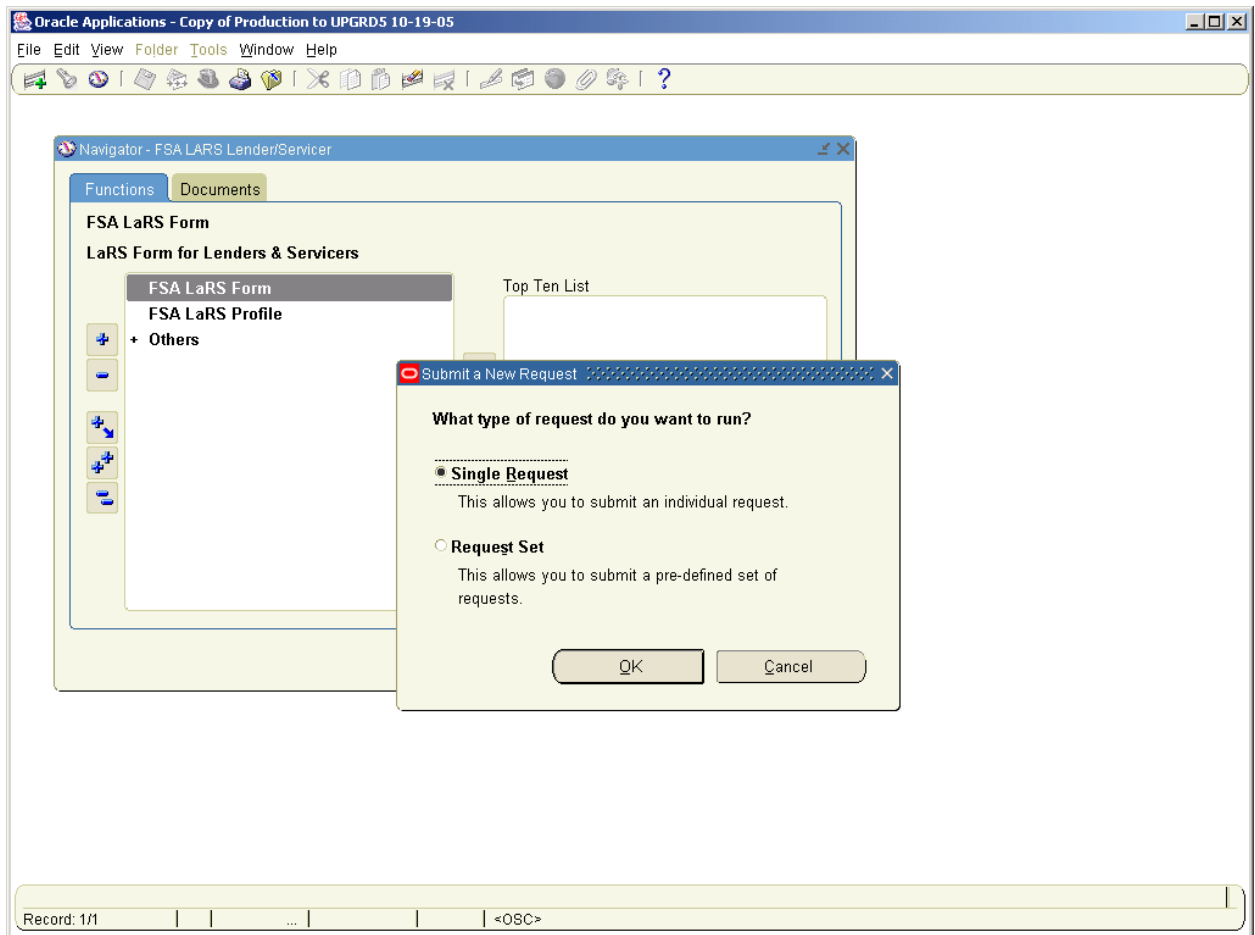
4. At the login screen:
 - a. Enter the username assigned to you by FSA FMS Operations in the **User Name** field.
 - b. Enter your password in the **Password** field.
 - c. Click on the **Login** button.



5. Once your login has been verified, double-click on 'FSA LARS Lender/Servicer' to select a responsibility.



6. Under the heading *Others: Requests*, double-click on 'Run'.



7. After double-clicking on 'Run', the *Submit a New Request* window will appear. Click 'OK'.

Submit Request

Run this Request...

Copy...

Name

Parameters

Language

Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

☒ Save all Output Files

Layout

Notify

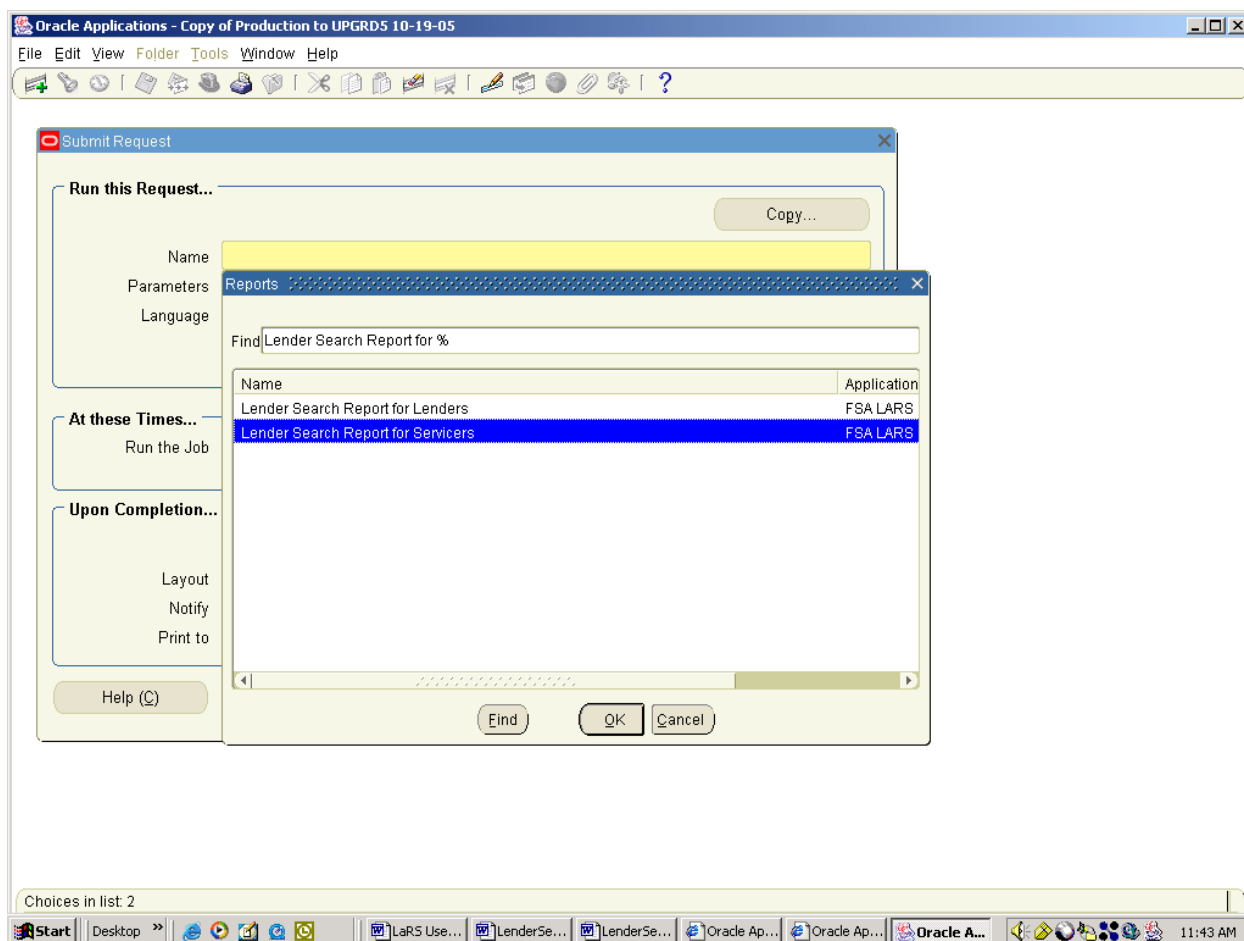
Print to

Options...

Help (C) Submit Cancel

Click on List of Values (LOV) Button

8. After clicking on 'OK', the *Submit Request* window will appear. Place your cursor in the name field and click on the list of values button.



9. After clicking on the list of values button, the *Reports* window will appear with the name '*Lender Search Report for Servicers*' highlighted. Click 'OK'.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name Lender Search Report for Servicers

Parameters

Language American English

Language Settings... Debug Options

Parameters

At these Time

Run th

Servicer ID 700054 700054

Lender ID 877411 877411

Upon Comple

Year 2005

Quarter 3

OK Cancel Clear Help

Help (C) Submit Cancel

Record: 1/1 ... List of Valu... <OSC>

10. Next the *Parameters* window will appear.

- In the **Servicer ID** field, enter your servicer id number.
- In the **Lender ID** field, enter the lender id number.
- In the **Report Year**, enter the year of the reported 799 that you want to view.
- In the **Report Quarter**, enter the quarter (1,2,3 or 4) of the reported 799 you want to view.
- Click the **OK** button.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name Lender Search Report for Servicers

Parameters 700054:877411:2005:3

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout

Notify

Print to noprint

Options...

Help (C) Submit Cancel

Record: 1/1 ... List of Valu... <OSC>

11. Click '**Submit**' to run the report.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1513207	Lender Search Report fo		Running	Normal	700054, 877411, 2005, 3

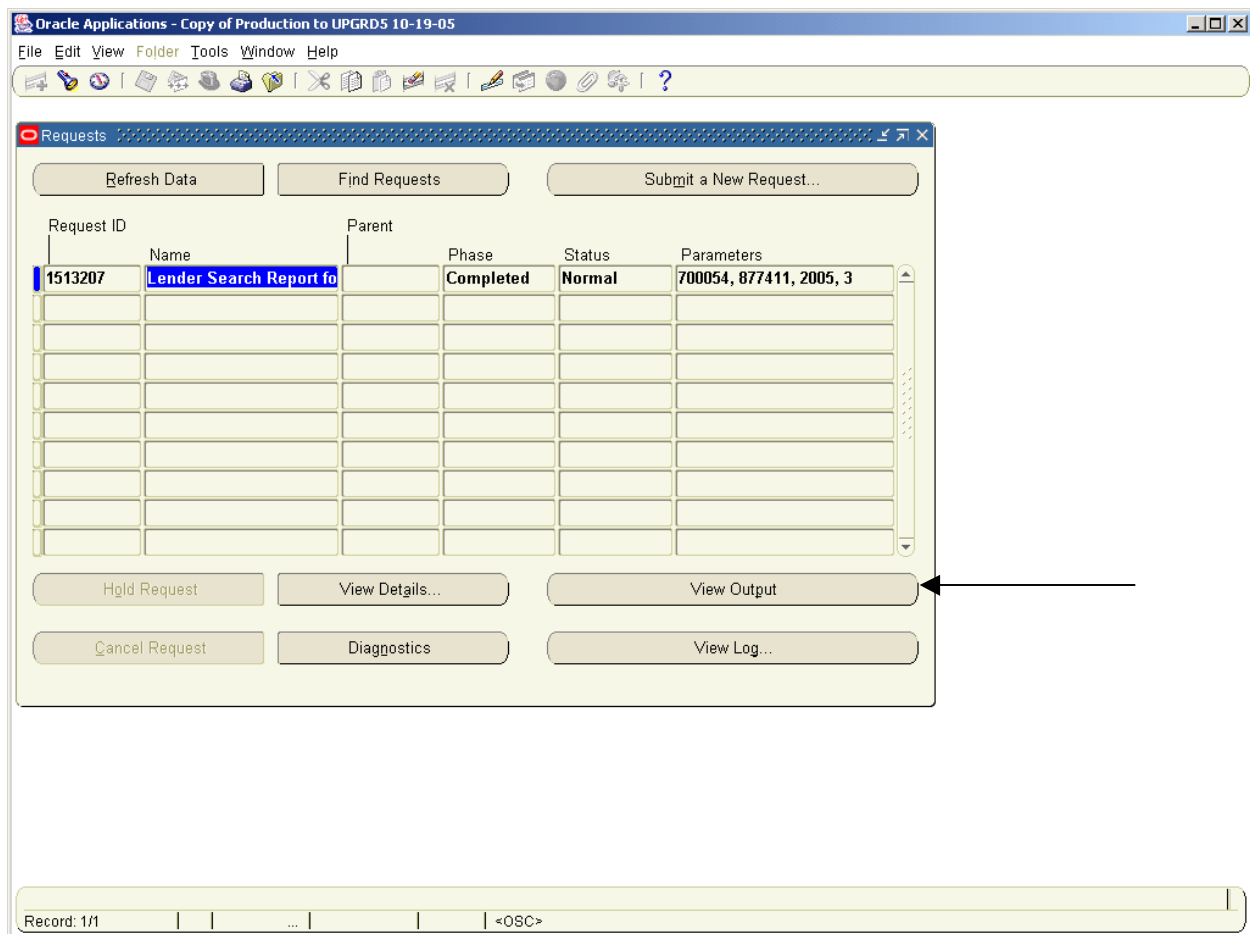
Hqld Request View Details... View Output

Cancel Request Diagnostics View Log...

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 ... <OSC>

- The *Request* window will appear. Click on the **Refresh Data** button until the **Phase** column for this report indicates **Completed** and the **Status** column indicates **Normal**. (Note: this report should take approximately one minute to run)



13. Click 'View Output' to view the report.

https://r5470-12.ed.gov:8008/OA_CGI/FNDWRR.exe?temp_id=1952562844 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://r5470-12.ed.gov:8008/OA_CGI/FNDWRR.exe?temp_id=1952562844

RUN DATE: 11/07/05

U.S. DEPARTMENT OF EDUCATION
FEDERAL FAMILY EDUCATION LOAN PROGRAM
INTEREST PAYMENTS SUBSYSTEM
LENDER SEARCH REPORT

LENDER: 877411 DUMMY LID FOR ED ACCTG FFELP ADMIN USE ONLY WASHINGTON DC 20202

SUMMARY FOR: 3 / 2005 SERVICER ID:700054 STATUS:In Progress PROCESSING DATE: 11/07/2005

GROSS-INTEREST: \$118.47
GROSS SPECIAL ALLOWANCE: \$19.50
LESS ORIGATION FEES: \$300.00
LESS LENDER FEES: \$50.00
TOTAL DOCUMENT AMOUNT: -\$212.03

QTR/YEAR	F/B CODE	FEE	INT RATE	LN TY	SAC	ENDING BALANCE	AVERAGE BALANCE	ADJUSTMENTS	A. C.
PART I									
03/ 2005	FN	.03	EVAR	SF		\$10,000.00	\$0.00	\$0.00	
03/ 2005	LN	.005	EVAR	SF		\$10,000.00			
PART I TOTAL									
PART II									
03/ 2005	BC		.047	SF		\$10,000.00	\$10,000.00	\$0.00	

Done Internet

14. The report will open in the web browser.

U.S. DEPARTMENT OF EDUCATION
FEDERAL FAMILY EDUCATION LOAN PROGRAM
INTEREST PAYMENTS SUBSYSTEM
LENDER SEARCH REPORT

WASHINGTON DC 20202 US

SERVICER ID:700214 STATUS:Accepted PROCESSING DATE: 06/07/2004

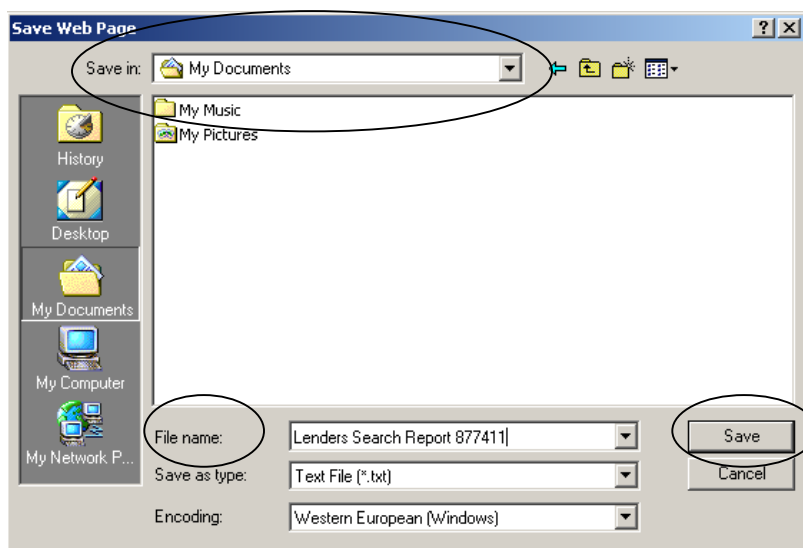
GROSS-INTEREST: \$651.33
GROSS SPECIAL ALLOWANCE: \$0.00

LESS ORIGINATION FEES: \$0.00
LESS LENDER FEES: \$0.00
TOTAL DOCUMENT AMOUNT: \$651.33

QTR/YEAR	F/B CODE	FEE	INT RATE	LN TY	SAC	ENDING BALANCE	AVERAGE BALANCE	ADJUSTMENTS	AMOUNT CALCULATED
PART I									
02/ 2004	LD	.005	EVAR	SF		\$1,326.00	\$0.00	\$0.00	\$6.63
02/ 2004	LN	.005	EVAR	SF		\$1,326.00			\$6.63
02/ 2004	FD	.03	EVAR	SF		\$1,326.00			\$39.78
02/ 2004	FN	.03	EVAR	SF		\$1,326.00			\$39.78
									\$0.00
PART I TOTAL									
PART II									
02/ 2004	BC		.0346	SF		\$18,809.00	\$18,921.00	\$0.00	\$162.77
02/ 2004	BC		.0426	SF		\$17,424.00	\$17,424.00		\$184.55
02/ 2004	BC		.0486	SF		\$24,545.00	\$25,159.00		\$304.01

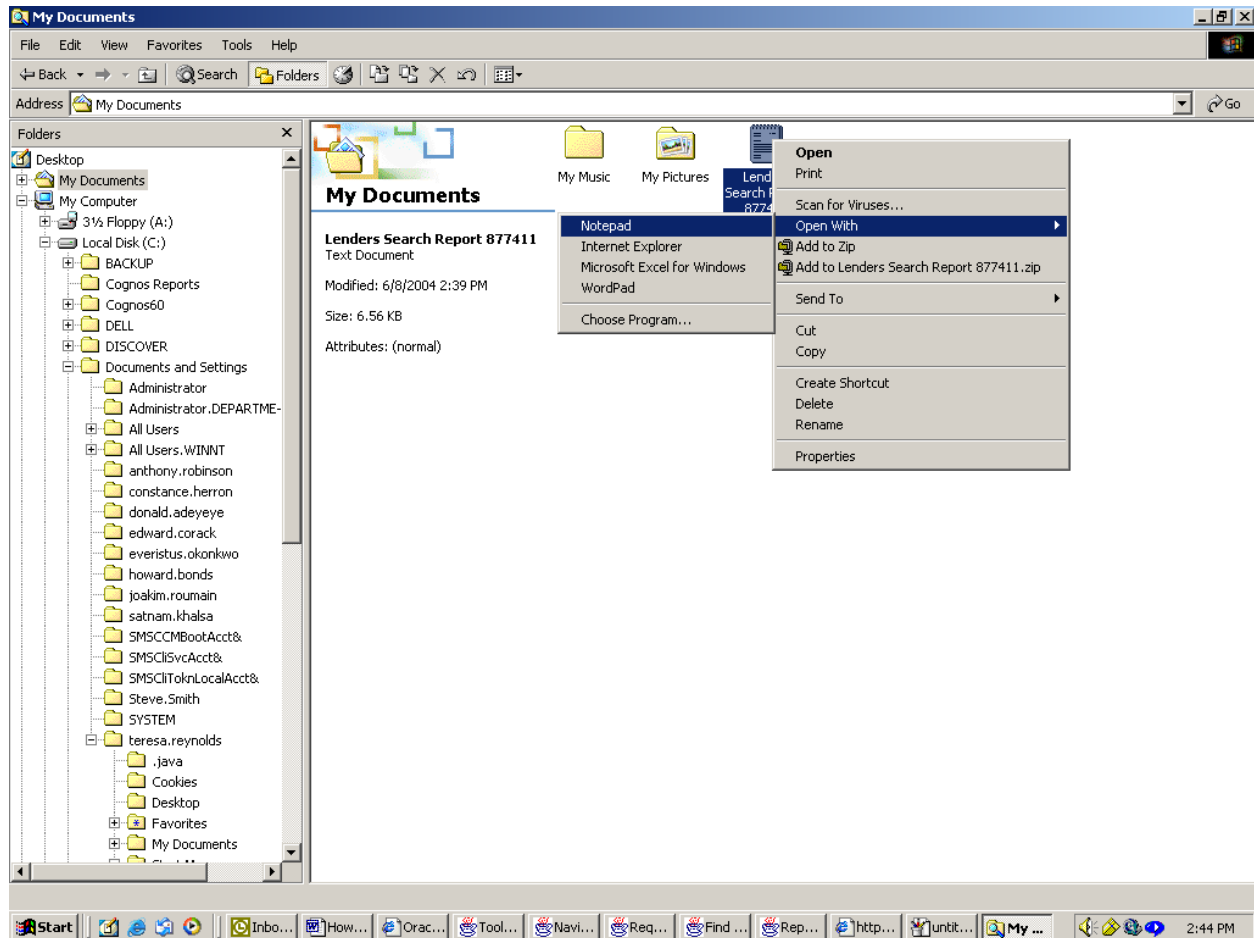
15. To save & print the report - select **File > Save As** from the menu bar.

16. In the *Save Web Page* window, select a folder to save the report in on your hard drive. Name the report in the **File Name** field and then click on the **Save** button. Be sure the save as type is 'Text File'.



17. Right click on the **Start** button in the bottom left-hand corner of your screen and select "explore".





18. Open the folder where the report was saved, right-click on the file, select **Open With** and then select **Notepad**.

Lenders Search Report 877411 - Notepad

File Edit Format Help

New Ctrl+N
Open... Ctrl+O
Save Ctrl+S
Save As...
Page Setup...
Print... Ctrl+P
Exit

U.S. DEPARTMENT OF EDUCATION
FEDERAL FAMILY EDUCATION LOAN PROGRAM
INTEREST PAYMENTS SUBSYSTEM
LENDER SEARCH REPORT

Y LID FOR ED ACCTG FFELP ADMIN USE ONLY WASHINGTON DC

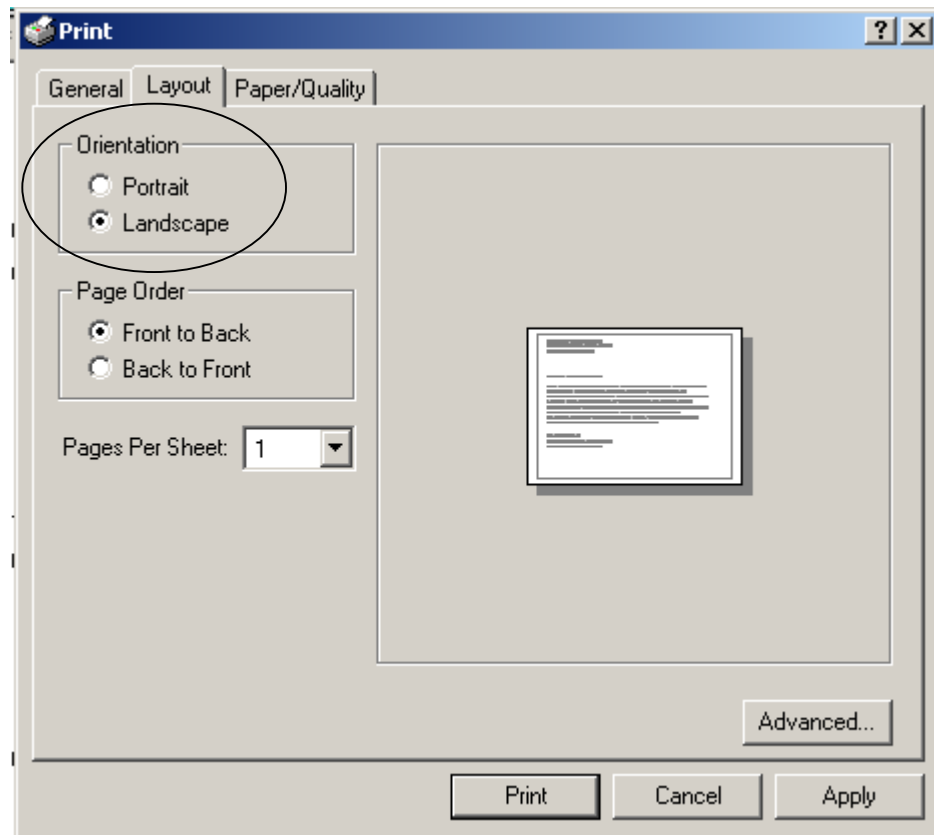
2004 SERVICER ID: STATUS:Accepted PROCESSING DATE: 06/03/2004

GROSS-INTEREST: \$690.35
GROSS SPECIAL ALLOWANCE: \$0.00
LESS ORIGINATION FEES: \$0.00
LESS LENDER FEES: \$0.00
TOTAL DOCUMENT AMOUNT: \$690.35

QTR/YEAR	F/B CODE	FEE	INT RATE	LN TY	SAC	ENDING BALANCE	AVERAGE BALANCE	ADJUSTMENTS
PART I								
01/ 2004	LD	.005	EVAR	SF		\$1,326.00	\$0.00	\$0.00
01/ 2004	LN	.005	EVAR	SF		\$1,326.00		
01/ 2004	FD	.03	EVAR	SF		\$1,326.00		
01/ 2004	FN	.03	EVAR	SF		\$1,326.00		
PART I TOTAL								
PART II								
01/ 2004	BC		.0346	SF		\$18,809.00	\$18,921.00	\$0.00
01/ 2004	BC		.0426	SF		\$17,424.00	\$19,540.00	
01/ 2004	BC		.0486	SF		\$24,545.00	\$25,159.00	
01/ 2004	BC		.08	SF		\$836.00	\$835.00	
PART II TOTAL								
PART III								
01/ 2004	BC		EVAR	SF	SE	\$67,191.00	\$70,481.00	

19. Once the document is open in Notepad, select **File > Print** from the menu bar.

NOTE: This screen may look different on your computer due to configuration differences.



20. In the *Print* window, click on the **Layout** tab and change the **Orientation** from Portrait to Landscape. Click on the **Print** button to print to kick off the print job.